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SATISFACTORY RESERVE DUTY

So that all Reservists assigned to ORTU's or Inter-Service Training Units can better understand their responsibilities concerning satisfactory participation it is desirable that the Commandant's policies as set down in the Administrative Manual for Coast Guard Reserve (CG-296) be explained in further detail. Recently, there has been an increase in the number of personnel, both with and without mandatory training requirements who are failing to participate satisfactorily or who are dangerously close to unsatisfactory participation either through non-attendance at scheduled drills or non-performance of ACDUTRA.

Each ORTU schedules forty-eight drill sessions on a yearly basis for which there are minimum attendance and training requirements based on the individual classifications for a reservist. The military obligation and classification of a reservist are the basis for determining the number of unexcused absences which may be accumulated during the member's anniversary year and yet allow him to remain in a satisfactory participation status. Those members without a military obligation (RQ's), those members classified RP's who have performed two or more years of extended active duty or who have completed six years of satisfactory Ready Reserve service, and those members with mandatory training requirements who have performed two or more years of extended active duty (RA's and RJ's) will be permitted to accumulate not more than 25% unexcused absences from the scheduled 48 drills. All



Admiral E. J. ROLAND
Commandant, U.S. Coast Guard

ARMED FORCES DAY

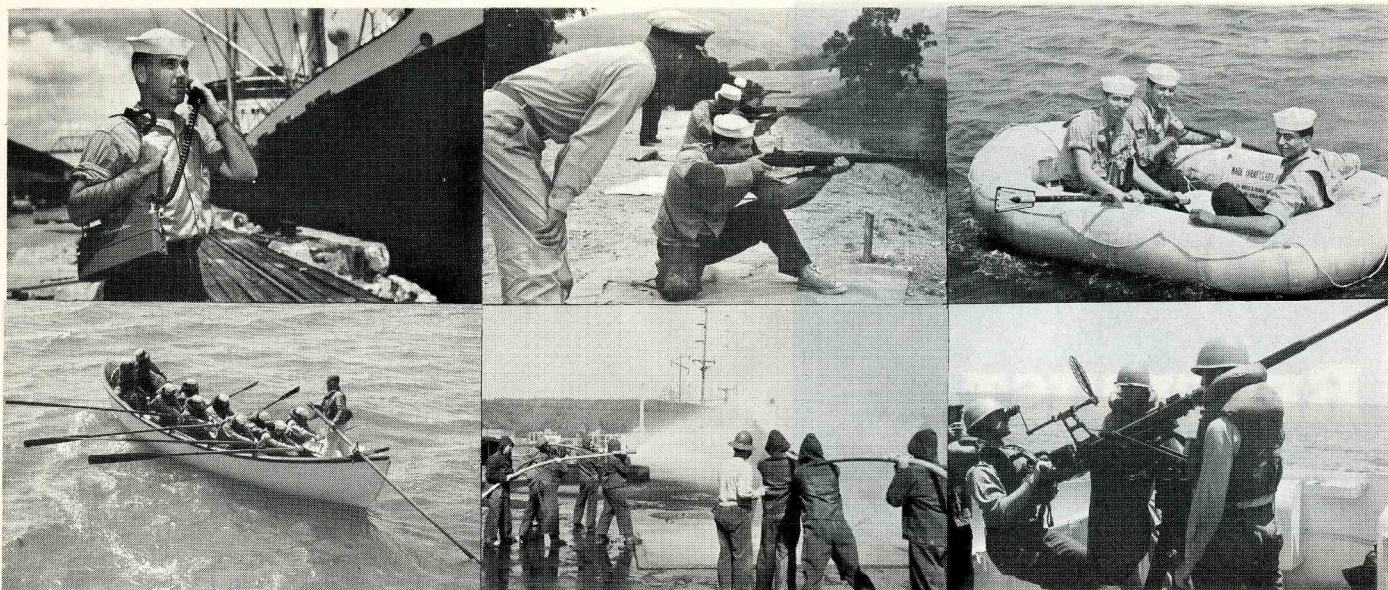
As one of our country's Armed Services, the United States Coast Guard is proud to take part in this 14th observance of Armed Forces Day. Ever since our founding more than 173 years ago, we have shared in the defense of our Nation. On this Armed Forces Day, I urge all Americans to visit Coast Guard and other military installations to see for themselves what is being done by the men and women of our Armed Services to maintain our free way of life.

RB's and RR's (6x8 enlistees) will be permitted to accumulate not more than 10% unexcused absences of the scheduled 48 drills.

All members of ORTUs and Inter-Service Training Units, regardless of class, must perform not less than 13 consecutive days ACDUTRA, exclusive of travel time, each anniversary year; however, the Commandant has stated that when ACDUTRA is performed at units operating on a five-day week, training duty shall not exceed 12 days, exclusive of travel time, beginning at the opening of business on Monday and concluding at the close

of business on Friday of the second week. Administrative Manual for Coast Guard Reserve, CG-296, provides that no waiver of ACDUTRA requirements shall be granted without prior approval of the Commandant. Enlisted members who do not have mandatory training requirements (RQ's) and those members with mandatory training requirements who have completed two or more years of extended active duty (RA's and RJ's) who fail to meet drill attendance or ACDUTRA requirements stated above will be transferred from the unit to the

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LET'S GO ACDUTRA - Shown above are various phases of previous years' summer ACDUTRA. Similar activities ashore and afloat are scheduled for this summer. Reservists should plan now and get their applications in early for this year's program.

S-W EXAM REQUIREMENTS

The relatively poor results obtained on recent servicewide examinations indicate that many of the participating reservists are inadequately prepared. In order to improve the percentage of passing grades scored on Coast Guard Reserve servicewide examinations, it is evident that more preparation on the part of the individual reservist is required. The Administrative Manual, CG-296, now requires that personnel seeking advancement to pay grades E-4 through E-6 are required to submit only "the final lesson of any required correspondence course by the date set for administration of examinations by the District Commander;" satisfactory completion of the course is not required. In view of the most recent results obtained on servicewide examinations, the foregoing requirement is obviously inadequate.

Commencing with the October 1963 examinations, the following additional eligibility requirement is to be implemented:

Satisfactory completion (including completion of the End-Of-Course Test where this is a part of the course) will be required as a prerequisite to eligibility for participation in servicewide examinations. An individual must therefore have satisfactorily completed the applicable correspondence course (USCGI or Navy) prior to the submission of the servicewide examination request (Form CG-3551) by his Commanding Officer. Notification from either the Coast Guard Institute or Naval Correspondence Course Center is necessary to establish evidence of satisfactory completion.

A large number of inactive reserve personnel have failed to return Coast Guard Institute Courses. In order to ease this situation an additional eligibility requirement is imposed commencing with the October 1963 servicewide examinations. Prior to the actual time of the servicewide examination, each reservist who has met all other requirements for participation will return all outstanding Coast Guard Institute materials to his unit Educational Officer for further transmittal to the Institute. If the materials have been lost, reimbursement in lieu of returned materials is required prior to the time of the examination. Reservists who do not meet these requirements are ineligible to participate in the examinations.

These new requirements have been prescribed by the Commandant and will be reflected in a forthcoming change to the Administrative Manual, CG-296.

UNIT REPORT

As of 1 March 1963 the following new units were commissioned:

VTU 07-88357, Tampa, Florida commissioned 9 January 1963 as a weekly unit. C.O., CAPT Allie B. ANGLE.

ORTUPS (0) 12-82791, Fort Mason, California commissioned 26 January 1963 as a weekend unit. C.O., LCDR Arne C. LINDHOLM.

VTU 08-88356, Charleston, South Carolina commissioned 4 March 1963 as a weekend unit. C.O., LCDR Roy O. DRULARD.

ORTUAV 09-86617, Traverse City, Michigan commissioned 9 March 1963 as a weekend unit. C.O., LCDR Gary S. MORGAN.

Direct Commission

A direct commission in the grade of Lieutenant, Junior Grade, in the Coast Guard Reserve has been accepted by Patrick T. ALLEN, who is presently stationed at the Coast Guard Air Station, Floyd Bennett Field, Brooklyn, New York.

LTJG ALLEN enlisted in the Naval Reserve on July 12, 1955, and completed Naval Aviation Cadet training in November of 1958. He was an aircraft commander with Patrol Squadron 18, performing anti-submarine warfare and aerial surveillance duties while based at the Naval Air Station, Jacksonville, Fla., from November of 1958 until May 1961.

It was during this period that he participated in Project Mercury. He was the navigator aboard the plane that first spotted "Able" and Baker, "two of the first monkeys in space and co-pilot of the plane crew who spotted "Ham" another of the space monkeys.

LTJG ALLEN presently performs search and rescue missions for the Coast Guard while flying an "Albatross" search aircraft.

Direct commissions in the grade of Ensign and Lieutenant, Junior Grade, in the Coast Guard Reserve for active duty in a flying status are being offered to qualified aviators. Applicants must be under 31 years of age, be graduates of U.S. Naval or U.S. Air Force flight training programs (heavier-than-air), and have served on active duty as commissioned officers in the Navy, Air Force, Marine Corps, Coast Guard, or reserve components thereof in the capacity of aviator/pilot for a minimum of two years.

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Active Status Pool. Members with mandatory training requirements (6x8 officers and enlistees) who fail to participate satisfactorily during a first or succeeding anniversary year will have the necessary action taken in their individual cases. This action may include 45 days of active duty, priority induction under Selective Service, or discharge from the Coast Guard Reserve with notice to Selective Service.

Although an individual may have satisfactory attendance and participates in annual ACDUTRA, lack of progress in the training program is an indication that the individual is not participating satisfactorily in the Reserve Training Program and is merely "putting in time" to meet his military obligation. When an individual fails to progress due to lack of initiative, interest, or ability, this fact should be brought to the attention of the District Commander (dcr). Commanding officers, when assigning semiannual proficiency marks to such individuals, should show lack of progress or interest by assigning appropriate marks. When individuals are reported to the District Commander (dcr) in such cases, discharge or compliance measure action may be taken on the basis of such marks.

In current operating instructions it is stated that excused absences from drills should be issued only for circumstances beyond the control of the Reservist such as serious illness, injury, or a death within the immediate family. Commanding officers are solely responsible for authorizing excused absences based on the merits presented for consideration; however, the following guidelines will be adhered to when granting an excused absence to assigned personnel:

An individual missing a drill due to sickness or injury must telephone the unit prior to or on the scheduled drill night and report that he will be unable to attend the drill. If he is too sick to make the telephone call, a member of the family should call for him. The telephone call in itself will not be sufficient justification for the granting of an excused absence. The individual will be required to present to the commanding officer upon attendance of the next scheduled drill a doctor's certificate attesting to his inability to attend the missed drill. Doctor's certificates presented weeks after the fact will not be considered and in such cases an unexcused absence will be authorized for the missed drill.

The responsibility for satisfactory participation in the Reserve is a joint function of the unit commanding officer and the individual reservist. Upon return of the completed Drill Attendance Report, Form CG-3712, for the preceding month, the unit commanding officer should deter-

mine those members who are accumulating unexcused absences which are placing them dangerously close to the maximum allowed unexcused absences. When a member is close to the maximum allowed absences, the commanding officer should make every reasonable effort to determine the cause and to influence the man to return to drills. He should issue Equivalent Duty (E-Makeup, non-pay) orders to those members who are accumulating unexcused absences which will jeopardize their status in the unit. (Note: Reservists may be permitted to make up four unexcused absences each anniversary year through the performance of equivalent duty, E-Makeup.) If all reasonable measures fail to induce satisfactory participation, a full report and suitable recommendations must be made to the District Commander (dcr). All members should be advised that personnel reporting to a scheduled drill out of uniform, when proper uniforms have in fact been issued, may be marked absent and awarded an unexcused absence for the drill. The unit commanding officer should inform mandatory training personnel (RR's, RG's, and RB's) that the granting of five (5) unexcused absences is not a privilege and that drills missed without valid reason may constitute unsatisfactory participation by reason of lack of interest.

When a commanding officer is notified of the date and locations of summer training for the unit, he must submit to the District Commander (dcr) a factual listing of personnel who will participate, prior to the deadline indicated by the District Commander (dcr). He must also insure that Reservists submit their Form CG-3453, Application for ACDUTRA, at least three months in advance of the desired reporting date or the end of their anniversary year, whichever is first. Reservists subject to mandatory training requirements (RB's and RR's) who fail to request ACDUTRA, will be ordered by the District Commander (dcr) to perform such duty during the last quarter of their anniversary year. Those failing to accept or comply with orders may be ordered to a period of up to 45 consecutive days ACDUTRA involuntarily. Prior to the reporting time for training, the unit commanding officer must schedule physical examinations for personnel participating in ACDUTRA. He should insure that each set of orders for ACDUTRA has attached thereto a copy of Qualifications for Advancement Record, Form CG-3303B, with name and other pertinent data thereon and that the form is checked as to which items must be demonstrated to indicate his eligibility for advancement. Upon completion of ACDUTRA all orders must be forwarded to the

District Office for processing of pay and/or points. Accurate accounting must be made of all assigned Reservists noting those failing to participate satisfactorily according to training category in annual ACDUTRA and drill attendance. Reports are sent to the Director of Reserve of those not meeting training requirements or those presenting an aptitude or behavior problem.

Each Reservist shall be responsible to determine his training requirements and the number of unexcused absences which are allowed each anniversary year. Every effort must be made to attend all scheduled drills. If he has a good excuse for missing a scheduled drill, i.e., sickness, death in the immediate family, etc., he will furnish his commanding officer with such proof as necessary to be credited with an excused absence. Excused absences will not be counted against a Reservist's attendance record. If a Reservist has acquired unexcused absences which are liable to jeopardize his position in the unit, he will inquire of his commanding officer the possibility of being issued Equivalent Duty (E-Makeup) Orders. He may be issued only four such orders each anniversary year.

Applying for ACDUTRA each anniversary year is the responsibility of each Reservist assigned to a unit. Since planned ACDUTRA programs are usually scheduled during the summer months, requests for ACDUTRA should be made by Reservists when such programs have been announced by the District Commander. As soon as convening dates of training programs are announced, members will immediately make arrangements with employers to assure availability for an appropriate program and advise the unit accordingly. In the event an employer cannot permit a Reservist to be absent from work during the period of a desired scheduled training program, the Reservist in question should submit a letter via the commanding officer to the District Commander (dcr), requesting permission to be excused from the scheduled training program on the basis of employer's refusal to permit his absence. This letter must be accompanied by a statement from the employer attesting to the facts as stated. The Commanding Officer will indicate thereon appropriate recommendation. Each Reservist should make certain that the original of ACDUTRA orders are fully completed, especially the affixing of signatures on all applicable endorsements by the doctor performing the physical examination prior to, and after, ACDUTRA; the "reporting aboard" and "departing" endorsements where ACDUTRA is performed; and the three endorsements to be completed himself.

Academy Week

Do you know an up-and-coming young man who would like to visit the Coast Guard Academy this summer?

Each year since 1955, the Coast Guard Auxiliary and the Coast Guard League sponsor a four-day visit to the Academy for selected high school students throughout the country. This year's program known as "Activity Week" is scheduled to be held at the Academy from noon 25 July until noon on 28 July 1963. Transportation from the visitor's home to the Academy is provided by the sponsoring unit and the visitors live and eat with the cadets during their stay. Past visits have included a visit to the training bark, EAGLE, on which cadets make their practice cruises, a comprehensive tour of the Academy buildings and grounds, participation in cadet athletic activities, including sailing, and ample opportunity to ask questions and discuss their problems with members of the Academy Staff.

If you know of a young man not over 18 years of age, in the 10th or 11th grade in school year 1962-63, who stands in the top quarter of his class, who you feel would make a good Coast Guard Officer, and who has the potential of qualifying as a candidate for cadetship, contact your District Director of Auxiliary and suggest his name. Since final selection takes time, suggestions should be submitted as early as possible.

Officer Status

During the months of January and February 1963, the following officer personnel status changes occurred:

JANUARY

Retirements:

LCDR Walter A. SONNENBERG (50247)	--1/1/63
LT John F. BAILEY (39122)	--1/1/63

FEBRUARY

Retirements:

LCDR Robert L. KIT-TREDGE (35509)	--2/1/63
LT Virginia S. NEWELL (90126)	--2/1/63

Discharges:

LT Leo E. HATCHER (50399)	--2/5/63
LT Wesley L. MUDDLE (41746)	--2/5/63
LT Webb S. WRAITH (50424)	--2/5/63
LTJG William H. PERRY (50107)	--2/5/63
LTJG Robert F. KERANS (50640)	--2/1/63



CAPT KERR AWARD

ORTUPS (0) 09-82642, the Milwaukee Coast Guard Reserve Unit, recently inaugurated the "Captain KERR Award" to be presented annually to the outstanding enlisted reservist of the Milwaukee unit. LCDR William J. MACHAN, the Milwaukee Unit's Commanding Officer, said the trophy was established to honor Captain Evor S. KERR, USCG (Ret), who was the Assistant Chief of Staff (Reserve) prior to his retirement. Captain KERR was the first District Reserve Director in the 9th District, and was responsible for the organization of the Milwaukee unit.

The first award was made to Robert J. ZIARNIK, PSC, who joined the Milwaukee unit three years ago as a PS1. He had spent three years in the Navy assigned to general duty as an electronics technician. During his last tour he was assigned to the Navy Radiological Safety Section and participated in "Operation Cross Roads" at Bikini. He was discharged as an ET2.

ZIARNIK then enlisted in the Army Reserve as a corporal and was discharged as a master sergeant prior to his transfer to the Coast Guard Reserve. He accepted PS1 to get into the Coast Guard program. Subsequently he has become a chief petty officer and is currently making a try for warrant. In civilian life, ZIARNIK is a lieutenant on the Milwaukee Police Force.

The "master trophy" will remain with the Milwaukee unit, and will be suitably inscribed each year with subsequent winners' names. A smaller version of the trophy is presented to the unit winner for his personal possession.

Captain KERR presented the award to ZIARNIK charging him with the responsibility of maintaining his high level of achievement, and stating that ZIARNIK represents one of the most important persons in the Coast Guard Reserve program... the enlisted Reservist.

A direct descendant of Christopher Columbus, while rummaging through the attic of his home in Genoa, Italy, discovered what appear to be the original notes which Columbus used in a speech before the Chamber of Commerce of Barcelona, Spain.

The opening line of the first note reads, "A funny thing happened to me on the way to India..."

EXCELLENT RECORD

Here's a record that's hard to beat. CHBOSN Joseph M. ZAKRAJSEK of ORTUAG 09-83630 Cleveland, Ohio has had perfect attendance since 20 July 1951. Mr. ZAKRAJSEK, a professional wrestler in civilian life, says he will take on all comers in drill attendance, that is.

DUTY--Cont. from p. 3

When performing ACDUTRA at facilities where practical factors for advancement can be demonstrated, the Reservist must remind responsible operating unit personnel of this fact and obtain, prior to departure from the unit, a form CG-3303B indicating the marks assigned. These marks will be turned over to the unit training officer upon completion of the ACDUTRA.

Essentially, the basis for satisfactory participation in the Coast Guard Reserve is cooperation between the unit commanding officer and the members; careful attention to current orders, directives, and instructions; and each Reservist's desire to maintain integrity in the fulfillment of his commitments.

The Coast Guard RESERVIST

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All pictures used are official Coast Guard photographs unless otherwise designated.